

# Minutes

## Developmental Disabilities Resource Board of Directors

### Finance Committee Meeting

November 5, 2018

The **Finance Committee** met on November 5, 2018 at 4:30 pm at the DDRB office. The meeting was called to order by Finance Committee Chairman and Board Treasurer, Tom Bradley. Present from the Finance Committee were Tom Bradley, Gary Steinman, Stephen Elliott, James Gottstein and Rick White. Present from the board were Pat Schoenrade and Alan Naylor. Present also was DDRB Administrative Director, Sonja Bennett.

Guests present included:

Brent Harris – NTRC	Carol Kobza – NTRC
Brea Connett – NEEC	Casey Melancon – ESMW
Holly Wilmes – ESMW	Clay Berry – Alhapointe
Randy Hylton – VSI	Julie Edlund – Life Unlimited
Josh Ince – Life Unlimited	Brian Watson – Life Unlimited
Jim Huffman – Life Unlimited	

This meeting was the scheduled Finance Committee FY2019 budget work session. All agency funding applications were reviewed by the members of the committee prior with questions posed (if any) to the agencies for response. The board provided a guideline of 4% over previous year expenditures as a guideline for FY19. Agencies requesting funding for existing programs within those guidelines were not required to attend a review with the committee. Northland Therapeutic Riding Center, Easter Seals Midwest, Alhapointe and Life Unlimited were requested with the committee. The committee voted to recommend the following agency funding.

Brent Harris, the board treasurer for **Northland Therapeutic Riding Center** said that the ridership continues to increase. This year their unfunded balance will be shared proportionately by several other counties. The annual audit request is also 65% of the unfunded amount which represents Clay's percentage of riders. NTRC requested \$12,055 towards their accreditation costs and the committee agreed to fund 65% or \$8,000. Gary Steinman moved that the committee approve and recommend NTRC be funded \$50,184 with a second from Rick White. The finance committee voted unanimously to approve and the recommendation is noted below.

<b>6000 - NORTHLAND THERAPEUTIC RIDING CENTER (NTRC)</b>	
100-Therapeutic Riding (Therapeutic Riding Recreation)	40,234
101-Annual Audit	1,950
500 - Accreditation Expenses (Program Certification Accreditation Expenses)	8,000
<b>Total 6000 - NORTHLAND THERAPEUTIC RIDING CENTER</b>	<b>50,184</b>

In addition, NTRC provided an update on their capital grant improvement project of building an accessible bathroom. The bathroom is nearly complete but they discovered that the old tin roof has several leaks and requested an additional \$4900 to replace. The total request for funds for this project was \$10,000. The committee applied the 65% strategy to this request approving \$6,500 for the total

project. The board, having already approved \$5,000 the committee agreed to recommend additional funding in the amount of \$1500.

Holly Wilmes and Casey Melancon presented the request for **Easter Seals Midwest**. Easter Seals request is 1% over the guideline based on the actuals for 2018. They were without a full-time therapist earlier in the year. They now have a full-time therapist and will have for the calendar year 2019.

They have received additional funding from the Head Start program so their request for funding in the Early Childhood Development Program is less this year. They are requesting to redirect a portion of those funds to a new program which would allow them to hire a “Para-Educator” for the developmental preschool classroom.

They are not requesting funding the Employment Program for 2019.

Gary Steinman moved that the committee approve and recommend ESMW be funded \$321,758 with a second from Rick White. The finance committee voted unanimously to approve and the recommendation is noted below.

<b>5300 - EASTER SEALS MIDWEST</b>	
310-Job Retention/Follow Along (Job coaching and follow along)	-
315-Developmental Preschool (Early Learning Developmental Care and Education)	151,960
NEW ---Para Educator	34,514
320-Therapy Programs (Physical, Speech-Language, Occupational, Developmental and Beh	43,487
330-Family Support/Individual (Family Support Program in Natural Enviroment ie home, famil	91,797
<b>Total 5300 - EASTER SEALS MIDWEST</b>	<b>321,758</b>

Clay Berry presented the request from **Alphapointe**. Alphapointe’s request for funding for the Workshop Services and Rehabilitation is within the guidelines. They are requesting additional funding for their Youth Services Programs. These programs currently serve 11 Clay County visually impaired developmentally disabled youth with education, rehabilitation, and employment support for transition from youth to adult. The specific programs are EYE, Technology Camp/School and STEP. These programs are designed to help with social skills, curriculum not typically addressed in the regular classroom for these children and a first work experience.

Steve Elliott moved that the committee approve and recommend Alphapointe be funded \$21,641 with a second from Rick White. The finance committee voted unanimously to approve and the recommendation is noted below.

<b>6400 - ALPHAPOINTE</b>	
0210 · Work Adjustment Center (workshop services and supports)	16,900
Youth Services (EYE, Tech Camp, STEP)- New Program	4,741
<b>Total 6400 - ALPHAPOINTE</b>	<b>21,641</b>

The **ACED Program** (Adult Continuing Education for Persons with Developmental Disabilities) is a replacement to the program DDRB previously funded through the Maple Woods Community College. This program is offered through the UMKC Institute for Human Development. Nancy Carter, Director of the ACED Program, was present to answer questions from the committee. She had previously presented the program to the full board. There were some questions as to the accreditation of the program.

While the courses offered are not college accredited the organization is accredited through the Higher Learning Commission, a commission of the North Central Association of Colleges and Schools.

Nancy said that this program differs from the CEADD program in that they offer new classes each session; not repeating the same classes time and again. They utilize community activities to reinforce the skills and learning and work with stakeholders in creating the course offerings each session. She said, if approved, they are looking at William Jewell or Park University as possible locations. They anticipate 90 people to enroll in the program with 65% of those being from Clay County and the balance from Platte County.

James Gottstein moved that the committee approve and recommend ACED be funded \$54,661 with a second from Rick White. The finance committee voted unanimously to approve and the recommendation is noted below.

<b>ACED Adult Education Program</b>	
<b>Adult Continuing Education Program</b>	<b>54,661</b>
<b>Total ACED Adult Education Program</b>	<b>54,661</b>

**Life Unlimited** submitted an updated request for funding after having met with the Finance Committee several times over the past month. Julie Edlund, CEO, Brian Watson, CFO along with accountant Josh Ince and Therapeutic Recreation Director, Jim Huffman were present from Life Unlimited. Tom said that he had received and reviewed their FY18 (June 30, 2018) year ending financials and the newly submitted request balances to those financials. There were some funding amounts that were originally included in the program services that were eliminated as they are classified as non-reoccurring income. With those amounts removed, the request for funding in total increased and is in line with the 4% guideline.

Steve Elliott expressed a concern that the therapeutic recreation program might not fit within the SB40 guidelines. Jim Huffman provided information regarding the program and his accreditation that he believes meets that criteria and agreed to provide a written description for the board to alleviate this concern. This program serves over 500 developmentally disabled people in Clay County.

Gary Steinman asked Julie, as he had in previous committee meetings, if the DDRB was funding "housing" through this program with Life Unlimited. The response was less than an articulate yes from Julie and again the issue of the group homes being underfunded was mentioned. Gary specifically asked Julie if they would come back to the board and request funding for the group homes to which her response was "no". Tom asked Brian if, with this request for funding, they were presenting a "balanced budget" to which his response was, "yes". Tom said that he was satisfied that their request accurately reflects their funding shortfall by program and would entertain a motion to approve their request of \$986,901.

Steve Elliott moved that the committee approve and recommend Life Unlimited be funded \$986,901 with a second from Rick White. The finance committee approved with 4 yes to approve and 1 no. The recommendation detail is noted below.

<b>5100 · LIFE UNLIMITED (Residential Services and Support)</b>		
101 - Maintenance - Personnel		36,668
102 - Maint - Residential (DDRB Group Homes Only)		25,948
103 - Maintenance - Vehicle		29,000
<b>Total Maintenance Programs</b>		<b>91,616</b>
<b>190 - Residential Services and Support</b>		
Community Support Program (Independent Living - Community Support Program)		153,398
ILAP Program (Independent Living Assistance Program)		81,790
ISL Program (Independent Supported Living)		58,948
LCBOA Apartment Program (Lloyd and Carol Brown Opportunity Apartment Program)		89,913
Group Homes		59,971
Day Habilitation		-
<b>Total 190 -Residential Services and Support</b>		<b>444,021</b>
710-Therapeutic Recreation		370,754
110 - Employment Services		80,511
<b>Total 5100 · LIFE UNLIMITED (Residential Services and Support)</b>		<b>986,902</b>

The remaining agency requests were within the guidelines the board outlined. The individual requests were reviewed and approved as noted below.

**Vocational Services** requested totally funding of \$1,591,088. Randy Hylton said that he appreciated very much the board’s fairness to all agencies in reviewing funding requests. Steve Elliott moved that the committee approve and recommend VSI be funded \$1,591,088 with a second from James Gottstein. The finance committee voted unanimously to approve and the recommendation is noted below.

	2018 Projected Total	4% Guideline 2019	Funding Request
<b>Vocational Services Inc. (Workshop Services and Support)</b>			
210: Workshop Services	956,347	994,600	950,971
220: Rehabilitation	189,974	197,600	195,910
240: Supported Employment	72,589	75,500	75,497
400; Work and Personal Program	395,401	411,200	368,710
<b>Total Vocational Services Inc.</b>	<b>1,614,310</b>	<b>1,678,900</b>	<b>1,591,088</b>

The committee agree to review the remaining requests and approve after review as no other representatives of the agencies were present and all fall within the guidelines.

**Della Lamb** (transportation services) submitted a request for \$926,410 for transportation. The detail is noted below.

	2018 Projected Total	4% Guideline 2019	Funding Request
<b>5600 · DELLA LAMB (Transportation)</b>			
170 - Supported Employment Tran (Supported Employment Program - Tra	140,095	145,700	145,875
610 - Workshop/Day Trans (Workshop/Day Habilitation Transportation)	750,525	780,550	780,535
<b>Total 5600 · DELLA LAMB (Transportation)</b>	<b>890,620</b>	<b>926,250</b>	<b>926,410</b>

**TNC Community** (residential housing and support) submitted a request for \$69,110 which helps support two (2) group homes and medical supplies for those residents that is not funded by other sources.

	2018 Projected Total	4% Guideline 2019	Funding Request
<b>6300 - T N C COMMUNITY (Residential Services and Supports)</b>			
050- Residential Community Lvng	54,895	57,100	57,665
100-TNC Medical Supplies	8,139	8,500	9,720
501-Audit & Accreditation Expenses (AUDIT and CARF Certification Expenses)	3,350	3,500	1,725
<b>Total 6300 - T N C COMMUNITY (Residential Services and Supports)</b>	<b>66,384</b>	<b>69,100</b>	<b>69,110</b>

**Northland Early Education Center** submitted a request for \$309,200 for early education, before and after school programs, special instruction and therapy programs.

	2018 Projected Total	4% Guideline 2019	Funding Request
<b>5400 - NORTHLAND EARLY ED CTR (Early Education and Therapy)</b>			
420 - Early Education Program	251,381	261,450	261,450
430-Before and After School	9,308	9,700	9,700
<b>Therapy Pgorams</b>			
Physical Therapy			15,760
Occupational Therapy			6,946
Speech and Language Therapy			10,144
440-Therapy Programs (Therapy Program - Speech and Language Pathology, Occupational Therapy, Physical Therapy)	31,899	33,200	32,850
450 - Special Instruction	4,952	5,200	5,200
<b>Total 5400 - NORTHLAND EARLY ED CTR (Early Education and Therapy)</b>	<b>297,541</b>	<b>309,550</b>	<b>309,200</b>

**Children's Center for the Visually Impaired** submitted a request for early education and therapy in the amount of \$91,523.

	2018 Projected Total	4% Guideline 2019	Funding Request
<b>6500 - CHILD CENTER VISUALLY IMPAIRED (Early Education and Therapy)</b>			
100-Special Instruction Therapy (Special Instruction Therapy)	88,537	92,000	91,523
<b>Total 6500 - CHILD CENTER VISUALLY IMPAIRED (Early Education and Therapy)</b>	<b>88,537</b>	<b>92,000</b>	<b>91,523</b>

**Ability KC** submitted a request for workshop services in the amount of \$14,038.

	2018 Projected Total	4% Guideline 2019	Funding Request
<b>6100 - ABILITY KC (Workshop Services and Support)</b>			
210 - Sheltered Workshop	23,602	24,550	14,038
<b>Total 6100 - ABILITY KC (Workshop Services and Support)</b>	<b>23,602</b>	<b>24,550</b>	<b>14,038</b>

Steve Elliott moved that the committee approve and recommend to the board the above noted and discussed requests. The motion was seconded by Rick White and approved by the committee. A recap of the funding to be presented to the board is as follows with total funding of \$4,436,515.

Agency Name / Program	Finance Committee Recommendations
<b>ACED Adult Education Program</b>	
Adult Continuing Education Program	54,661
<b>Total ACED Adult Education Program</b>	<b>54,661</b>
<b>6100 - ABILITY KC (Workshop Services and Support)</b>	
210 - Sheltered Workshop	14,038
<b>Total 6100 - ABILITY KC (Workshop Services and Support)</b>	<b>14,038</b>
<b>6400 - ALPHAPOINTE</b>	
0210 - Work Adjustment Center (workshop services and supports)	16,900
Youth Services (EYE, Tech Camp, STEP)- New Program	4,741
<b>Total 6400 - ALPHAPOINTE</b>	<b>21,641</b>
<b>6500 - CHILD CENTER VISUALLY IMPAIRED (Early Education and Therapy)</b>	
100-Special Instruction Therapy (Special Instruction Therapy)	91,523
<b>Total 6500 - CHILD CENTER VISUALLY IMPAIRED (Early Education and Therapy)</b>	<b>91,523</b>
<b>5600 - DELLA LAMB (Transportation)</b>	
170 - Supported Employment Tran (Supported Employment Program - Transportation)	145,875
610 - Workshop/Day Trans (Workshop/Day Habilitation Transportation)	780,535
<b>Total 5600 - DELLA LAMB (Transportation)</b>	<b>926,410</b>
<b>5300 - EASTER SEALS MIDWEST</b>	
310-Job Retention/Follow Along (Job coaching and follow along)	-
315-Developmental Preschool (Early Learning Developmental Care and Education)	151,960
NEW ---Para Educator	34,514
320-Therapy Programs (Physical, Speech-Language, Occupational, Developmental and Beh	43,487
330-Family Support/Individual (Family Support Program in Natural Environment ie home, famil	91,797
<b>Total 5300 - EASTER SEALS MIDWEST</b>	<b>321,758</b>
<b>5100 - LIFE UNLIMITED (Residential Services and Support)</b>	
101 - Maintenance - Personnel	36,668
102 - Maint - Residential (DDR B Group Homes Only)	25,948
103 - Maintenance - Vehicle	29,000
<b>Total Maintenance Programs</b>	<b>91,616</b>
<b>190 - Residential Services and Support</b>	
Community Support Program (Independent Living - Community Support Program)	153,398
ILAP Program (Independent Living Assistance Program)	81,790
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<b>Total 190 -Residential Services and Support</b>	<b>444,021</b>
710-Therapeutic Recreation	370,754
110 - Employment Services	80,511
<b>Total 5100 - LIFE UNLIMITED (Residential Services and Support)</b>	<b>986,902</b>
<b>5400 - NORTHLAND EARLY ED CTR (Early Education and Therapy)</b>	
420 - Early Education Program	261,450
430-Before and After School	9,700
440-Therapy Programs (Therapy Program - Speech and Language Pathology, Occupational	32,850
450 - Special Instruction	5,200
<b>Total 5400 - NORTHLAND EARLY ED CTR (Early Education and Therapy)</b>	<b>309,200</b>
<b>6000 - NORTHLAND THERAPEUTIC RIDING CENTER (NTRC)</b>	
100-Therapeutic Riding (Therapeutic Riding Recreation)	40,234
101-Annual Audit	1,950
500 - Accreditation Expenses (Program Certification Accreditation Expenses)	8,000
<b>Total 6000 - NORTHLAND THERAPEUTIC RIDING CENTER</b>	<b>50,184</b>
<b>6300 - T N C COMMUNITY (Residential Services and Supports)</b>	
050- Residential Community Lvng	57,665
100-TNC Medical Supplies	9,720
501-Accreditation Expenses (CARF Certification Expenses)	1,725
<b>Total 6300 - T N C COMMUNITY (Residential Services and Supports)</b>	<b>69,110</b>
<b>Vocational Services Inc. (Workshop Services and Support)</b>	
210: Workshop Services	950,971
220: Rehabilitation	195,910
240: Supported Employment	75,497
400; Work and Personal Program	368,710
<b>Total Vocational Services Inc.</b>	<b>1,591,088</b>
<b>Total</b>	<b>4,436,515</b>

The committee reviewed and approved the **DDRB Operating Budget for FY19** to be submitted to the full board for approval. The committee approved expenditures of \$230.757 and updated to \$236.425 to include a pay increase for the Administrative Director as recommended by the Executive Committee, a quorum in attendance. The committee approved the total anticipated income of \$5,914,683.

Ordinary Income/Expense	2019 Proposed Budget
<b>Income</b>	
4018 - County Tax Receipts 2018	5,181,600
4201 - DMH/Della Lamb Waiver Transport (DMH/Della Lamb)	292,642
4202 - MEHTAP Transport (MHTD) (MEHTAP Grant - Mo. Dept. of Transportation)	18,056
4203 - DMH Purch.of Service Contract (DMH Contract MRER019902008)	22,585
4350 - Interest Income on Investments (Short & Long Term Investments)	77,000
4500 - Group Home Rent Income (Group Home Rent Income - Life Unlimited/Concerned Care)	84,000
4565 - Kent Rent Income (CTC) (S.Kent Building Rent Income / CTC)	200,000
4566 - Kent Income (Utilities/CTC) (South Kent Income - CTC Utilities)	25,800
4567 - Kent Income (Janitorial-CTC) (South Kent Income/ Janitorial CTC)	13,000
4900 - Miscellaneous Income (Miscellaneous Income)	-
<b>Total Income</b>	<b>5,914,683.22</b>
<b>Expenses</b>	
<b>5001 - BOARD OWNED PROPERTY EXPENSES (920 Kent Street and Group Homes)</b>	
<b>154 - Kent Utilities (Kent Street Utilities)</b>	
Drinking Water Delivery (Pure Water)	2,000
Electrical Service (Kansas City Power and Light)	26,000
Water and Sewer (Cit Of Liberty)	1,325
<b>Total 154 - Kent Utilities (Kent Street Utilities)</b>	<b>29,325</b>
<b>156 - Kent Repair/Maintenance (Kent Street Repairs and Maintenance)</b>	
Fire & Security Systems (Red Force, Tec-Larm, Absolute Fire)	1,400
HVAC Systems (MMC Contractors)	2,500
Pest Control (Orkin Pest Control)	1,200
Repairs and Maintenance (Kuhlman Construction)	1,000
156 - Kent Repair/Maintenance (Kent Street Repairs and Maintenance) - Other	10,000
<b>Total 156 - Kent Repair/Maintenance (Kent Street Repairs and Maintenance)</b>	<b>16,100</b>
157 - Kent Janitorial (Kent Street Janitorial)	12,000
158 - Kent Lawn Maint/Snow Rem (Kent Street Lawn Maintenance and Snow Removal)	5,000
159 - Kent Trash Removal (Kent Street Trash Service)	4,100
160 - Kent Equipment (Kent Street Equipment)	1,000
161 - Kent Prop Improvements (Kent Street Property Improvements)	-
<b>162 - Other Prop Improvements (Other Board Owned Property Improvements)</b>	
Flora House Improvements (Flora House Improvements)	-
Hampton House Improvements (Hampton House Improvement)	5,000
Liberty House Improvements (Liberty House Improvements)	6,500
Northland House Improvements (Northland House Improvements)	8,300
Ridgeway House Improvements (Liberty House Improvements)	2,000
Sherwood House Improvements (Sherwood House Improvements)	-
<b>Total 162 - Other Prop Improvements (Other Board Owned Property Improvements)</b>	<b>21,800</b>
163 - Property Inspections (Board Owned Property - Inspections)	20,000
<b>Total 5001 - BOARD OWNED PROPERTY EXPENSES</b>	<b>109,325</b>
<b>5050 - PAYROLL (BOARD ADMIN EXP - PAYROLL)</b>	
210 - Company Soc Sec (FICA)	4,925
220 - Company Medicare Contrib	1,175
240 - Gross Salary - Director	73,500
Bonus - Director	
280 - Health Insurance - Director (Health Insurance - Director)	6,000
<b>Total 5050 - PAYROLL (BOARD ADMIN EXP - PAYROLL)</b>	<b>85,600.00</b>
<b>Total Administrative and Operating Expenses</b>	<b>236,425.00</b>

Tom reviewed the reserve balances as required by the by-laws. He suggested that the board invest \$700,000 this year in long term investments which will still leave a shortfall of \$500,000. He suggested that by the end of 2019 this balance could be achieved and the 75% of annual expenditures be in reserve requirement could be met. The TCM funds are not included in this reserve. He suggested that the TCM funds be reserved in the same manner.

With no further business to conduct, the committee adjourned.

Respectfully submitted: Sonja Bennett  
November 7, 2018